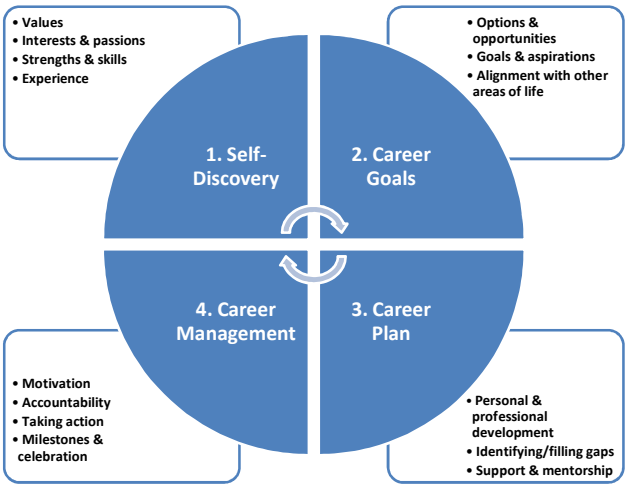
Linda Cattelan

CAREER ACCELERATION

Career Planning Checklist



1. Self-Discovery

- Career Values:
  i. How well do you know and understand your career values?
  ii. When was the last time you took the time to write them down?
  iii. How have your career values changed over time?
- Interests & Passions:
  i. What do you enjoy doing?
  ii. What do you enjoy reading?
- Strengths & Skills:
  i. How well do you know your strengths?
  ii. Which personality-based and/or behavioral-based assessment tools have you taken to better understand how you are wired?
  iii. What have you studied formally and informally?
  iv. What are your blind spots?
- Experience:
  i. What have been your greatest career accomplishments to date?
  ii. When was the last time you updated your resume?

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2. Career Goals

- Dream Job:
  i. What is your dream job/career?
  ii. What are your career goals & aspirations?
  iii. Do you have a clear vision and description of it?
- Options & Opportunities:
  i. What options and opportunities are available to you now or in the future?
- Alignment:
  i. How well do your career goals align with other areas of your life?

3. Career Plan

- Gap:
  i. How well have you identified the gap between where you are now and where you wish to be in your career?
  ii. Do you know how to close the gap?
- Personal & Professional Development:
  i. Which gaps can be closed through training?
  ii. Which gaps can be closed through work experience and assignments?
  iii. Which gaps can be closed through coaching or mentoring?
- Support & Mentorship:
  i. Are you working with a professional coach?
  ii. Do you have a mentor you can trust to provide you with sound advice and guidance?

4. Career Management

- Motivation:
  i. Do you have the self-motivation to figure things out on your own?
  ii. Have you taken ownership of your career or do you still rely on your boss or organization to recognize your achievements and plan out your future?
  iii. How will you stay motivated on your career path?
- Accountability:
  i. Do you have a timeline?
  ii. What's the career plan?
  iii. Who is holding you accountable to do the things you say you are going to do?
- Taking Action:
  i. What steps are you taking next?
- Celebration:
  i. What milestones are in place to celebrate?
  ii. How will you know when you reach your career goal? (What will you see, hear, and feel?)
  iii. How will you celebrate?

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